INDIANA COMMISSION *for* HIGHER EDUCATION

Student Information System Instructions and Definitions

Beginning Year 2006-2007

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Student Information System

Introduction

The purpose of the Indiana Student Information System (SIS) is to provide comparable, accurate enrollment and financial aid information in a uniform manner and on a timely basis. This system has been specifically designed to meet the data needs of the Indiana Commission for Higher Education in carrying out its statutory responsibilities to the General Assembly and the Governor. This system is the only source of comprehensive information on the State's college population in both the private and public sectors. Institutions may address questions or comments to:

<u>**All Institutions**</u>	<u>**Independent Colleges and Universities may also contact:**</u>
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Section I – General Instructions

Reports and Submission Deadlines – The Student Information System consists of three parts: 1) a fall report; 2) an annual report; 3) and a summer degree supplement. The annual report is submitted via a secure web-based environment (new procedures are on line). The summer degree supplement requires submission of one machine-readable record per student.

All enrollment data must be received by the Commission for Higher Education on or before the dates indicated below:

Annual Report	September 15, of the ending fiscal year
Fall Report	October 15, of the current fall term
Summer Degree Supplement	November 1, of the ending fiscal year

Fall Reports – The fall report provides headcount, FTE by student level, status and entry type. The student levels are those described in the data element dictionary.

Annual Reports – The annual report covers a fiscal year beginning July 1 and ending June 30. The annual report is a combination of each academic reporting term included in the fiscal year. All terms are reported *as enrolled* credit hours, not *as recorded* or *completed.* Summer session enrollment should be included in the annual report for the fiscal year where over half of the session's activity occurred.

Summer Degree Supplement – This includes an individual data record for each student completing a degree after the close of that year's SIS Annual data and before September 1. File layout and definitions are contained in Section VI.

Campus Reports – Separate reports for each campus of multi-campus institutions are required. For example, Ivy Tech Community College of Indiana should provide a separate report for each of the fourteen regions.

Census Date for Enrollment – The date in each term or session selected for determining student enrollment should generally be no later than the end of the scheduled period within which students may alter their course schedule without penalty, as designated in the campus' academic calendar for the session. Institutions are required to provide the census date used for each term upon submission of SIS annual data. *The most important factor is the consistency with which the campus selects the reporting date and the continued use of that date in future reports.*

If late registration is routinely allowed for specific types of students in specific programs, and if this late registration goes slightly beyond the standard schedule revision period, a later date may be used for enrollment reporting. The student enrollment data must reflect all changes made during the late registration and schedule revision period, (i.e., all drop and add data elements as of the reporting

date). Any student who has withdrawn from the institution before the cutoff date should not be included in these reports.

Reporting Media – Upload the SIS flat file through the CHE Information Center web site (http://www.che.state.in.us/sisapi/). Additional instructions are on the *New Upload* page. This page is only accessible to those with an active user ID and password.

- All fields are to be right justified.
- Every record should contain 427 characters.

Data Elements Not Reported – Any data element not reported should appear as a zero-filled field or as designated by the definition (e.g., Student's Adjusted Gross Income uses nines to fill, ending with 0, or 8). In the SIS data submission, omission of data elements may occur if the data is not reported by the student for legal or other reasons.

Because the annual SIS collection is used for analysis and some assessments affect statewide or legislative decision-making, it is important that the most accurate data is submitted. Please make sure the person(s) processing student applications is aware that assumptions should not be made with respect to application questions that the student chooses not to divulge.

Section II − Annual SIS Data Elements and Record Layout

Table 1 provides the record layout, descriptions, field lengths, positions and reference page numbers. All detailed definitions and specific coding conventions are explained in Section III - Data Element Dictionary

+ = modified data definitions or added codes for 2007 instructions

Table 1

	Data Element	Field Length	Inclusive Positions Begin	End	Reference Page
	Campus	6	1	6	6
+	Instructional Home	6	7	12	6
	Primary Site of Instruction	3	13	15	6
	Calendar	1	16	16	7
	Report Term	1	17	17	7
	Report Year	4	18	21	7
	Student Identifier	9	22	30	7
	Previously Reported Student Identifier	9	31	39	7
+	Cohort Identifier	1	40	40	7
	Academic Degree Program	6	41	46	8
	Academic Degree Program Extension	2	47	48	8
	Student Level	2	49	50	8
	Gender	1	51	51	10
	Race/Ethnicity – Black	1	52	52	11
	Race/Ethnicity – Native	1	53	53	11
	Race/Ethnicity – Asian	1	54	54	11
	Race/Ethnicity – Pacific	1	55	55	11
	Race/Ethnicity – Hispanic	1	56	56	11
	Race/Ethnicity – White	1	57	57	11
	Citizenship	1	58	58	11
	Date of Birth	8	59	66	12
	Zip Code/Foreign Country Code	5	67	71	12
	Student County/State/Country of Origin	3	72	74	12
	Campus Residence	1	75	75	12
	Credit Hours - Non-contract Instruction (Summer A)	4	76	79	13
	Credit Hours - Non-contract Instruction (Fall)	4	80	83	13
	Credit Hours - Non-contract Instruction (Winter)	4	84	87	13
	Credit Hours - Non-contract Instruction (Spring)	4	88	91	13
	Credit Hours - Non-contract Instruction (Summer B)	4	92	95	13
	Credit Hours - Non-contract Instruction (Total Reported)	4	96	99	13
	Unused (Formerly Correspondence Credit Hours, fill with zeros)	4	100	103	13
	Credit Hours – Contract	4	104	107	13
	Remedial Credit Hours– Math	4	108	111	13
	Remedial Credit Hours – Language	4	112	115	13
	Entry Type	1	116	116	14
+	Transfer Institution 1 - CEEB Code	4	117	120	14
	Transfer Institution 1 - Credits Transferred	4	121	124	15
+	Transfer Institution 2 - CEEB Code	4	125	128	15
	Transfer Institution 2 - Credits Transferred	4	129	132	15
+	Transfer Institution 3 - CEEB Code	4	133	136	15
	Transfer Institution 3 - Credits Transferred	4	137	140	15
	First Degree Conferred	2	141	142	15
	First Degree Conferred Site	2	143	144	16
+	First Degree Program	6	145	150	16
	First Degree Conferred Date	6	151	156	16
	First Degree Second Major	6	157	162	16
	Second Degree Conferred	2	163	164	16
	Second Degree Conferred Site	2	165	166	16
+	Second Degree Program	6	167	172	16
	Second Degree Conferred Date	6	173	178	16
	Second Degree Second Major	6	179	184	16

Data Element	Field Length	Inclusive Positions Begin	End	Reference Page
+ High School CEEB Code	6	185	190	16
High School Graduation Date	6	191	196	17
High School Rank	3	197	199	17
High School Diploma Type	1	200	200	17
CORE 40 Completion	1	201	201	17
SAT Score – Verbal	3	202	204	17
SAT Score – Math	3	205	207	17
Cumulative Grade Point Average	3	208	210	17
Residency Status	1	211	211	18
Second Site of Instruction	3	212	214	18
Second Site Credit Hours	4	215	218	18
Third Site of Instruction	3	219	221	18
Third Site Credit Hours	4	222	225	18
Unused	2	226	227	--
Financial Aid Data Status	1	228	228	18
Twenty-First Century Scholar Identifier	1	229	229	19
Dependency Status	1	230	230	19
Housing Status	1	231	231	19
Pell Grant/Academic Year	5	232	236	20
State Higher Education Award/Academic Year	5	237	241	20
State Freedom of Choice Award/Academic Year	5	242	246	20
Gift Aid from Institutional Sources/Academic Year	5	247	251	20
Supplemental Education Opportunity Grant (SEOG)/Academic Year	5	252	256	20
Veterans Benefit Programs/Academic Year	5	257	261	20
Other Federal Gift Aid/Academic Year	5	262	266	20
Twenty-First Century Scholars Award/Academic Year	5	267	271	21
Other Indiana Gift Aid/Academic Year	5	272	276	21
Other Private Gift Aid/Academic Year	5	277	281	21
Stafford Loans Certified by Campus/Academic Year	5	282	286	21
Perkins Loans/Academic Year	5	287	291	21
Other Repayable Need-Based Loans/Academic Year	5	292	296	21
Non-Need-Based Loans to Student/Academic Year	5	297	301	22
Non-Need-Based Loans to Parent/Academic Year	5	302	306	22
Federal Work-Study Award/Academic Year	5	307	311	22
State Work-Study Award/Academic Year	5	312	316	22
Pell Grant/Summer Session	5	317	321	20
State Higher Education Award/Summer Session	5	322	326	20
State Freedom of Choice Award/Summer Session	5	327	331	20
Gift Aid from Institutional Sources/Summer Session	5	332	336	20
Supplemental Education Opportunity Grant (SEOG)/Summer Session	5	337	341	20
Veterans Benefit Programs/Summer Session	5	342	346	20
Other Federal Gift Aid/Summer Session	5	347	351	20
Twenty-First Century Scholars Award/Summer Session	5	352	356	21
Other Indiana Gift Aid/Summer Session	5	357	356	21
Other Private Gift Aid/Summer Session	5	362	366	21
Stafford Loans Certified by Campus/Summer Session	5	367	371	21
Perkins Loans/Summer Session	5	372	376	21
Other Repayable Need-Based Loans/Summer Session	5	377	381	21
Non-Need-Based Loans to Student/Summer Session	5	382	386	22
Non-Need-Based Loans to Parent/Summer Session	5	387	391	22
Federal Work-Study Award/Summer Session	5	392	396	22
State Work-Study Award/Summer Session	5	397	401	22
+ Gross Income (Independent Students) or Family's Total Income (Dependent Students)	6	402	407	22
+ Parent Contribution	5	408	412	23
+ Student Contribution	5	413	417	23
+ Student Expense Budget/Academic Year	5	418	422	23
+ Student Expense Budget/Summer Session	5	423	427	23

Section III – **Data Element Dictionary**

Campus – Federally recognized campus that has obtained an OPE ID (formally FICE code) or Unit ID that is used in the Campus field when submitting SIS data (see Appendix 1).

Campus and center codes are listed in Appendix 1.

Instructional Home – Where the student takes the majority of coursework throughout the year. Should the coursework be distributed equally between a campus and a center/new campus, the campus code should be used for both Campus and Instructional Home fields.

Students attending extension centers or new campuses (Appendix 1, Table 1.2) the majority of the fiscal year will have the center or new campus ID as the instructional home and Campus will be the campus that supports the center or new campus.

A public campus must meet ICHE criteria, which includes a minimum of 500 FTE; otherwise, the location is a center.

Example: Student attends ITCC at the Logansport Center – Campus would be 010041 (ITCC-Kokomo) and Instructional Home would be 910041.

> **Distance Learners** – Identifies students that primarily take coursework away from the physical campus. For example internet-based courses, satellite classrooms offered to students off campus, etc. The campus offering the distance course(s) reports the distance indicator in Instructional Home, replacing the first digit of Campus with a D. (Public institutions refer to your API for approved distance programs. If the distance learner is enrolled in an approved distance program, the academic degree program extension should be 00; otherwise, the extension should be 91, 92, 95 or 99). (See Appendix 3 for examples.)
>
> Distance Learners are included in the headcount presented to the Commission as the official figures for the annual SIS submission if the student is residing in Indiana or if the student is in the military, studying abroad. Students are not included in this headcount if the student is a distance learner, not living in or not a resident of the state of Indiana.

Primary Site of Instruction – County, state, country code (Appendix 2, Tables 2.1-2.3) where the student attends classes most often. Typically report the county where the campus physically exists; otherwise, report the county, state or country and where the student resides. If the student is a distance learner, this is reflected in the campus code. Should the coursework be distributed equally between on-campus, extension center, or distance coursework, report the student at the county where the physical campus is located. Students pursuing clinical studies should be

reported with the appropriate county code for the site from which they receive any non-clinical coursework.

Calendar – Indicates the type of academic calendar used by the institution.

1 = Semester	4 = 4-1-4
2 = Quarter	5 = Other
3 = Trimester	

Report Term – Term the institution is reporting. CHE is not currently collecting fall, winter, spring or summer data; however, this is a feature that exists in the new data warehouse and will be utilized in the future.

1 = Fall	4 = Spring
2 = Annual	5 = Summer
3 = Winter	

Report Year – The fiscal year (July 1 through June 30) for which the institution is reporting:

- Annual submission (Report Term = 2) for fiscal year 2005 would be 0405
- Fall submission (Report Term = 1) for fiscal year 2005 would be 0405 – indicating that fall 2004 data is being submitted. CHE is not collecting fall enrollment data through an upload procedure. Report fall 2006 data as you have in the past.

Student Identifier – Student's social security number or temporary number issued from the Social Security Administration.

Previously Reported Identifier – A number that a student used in the past such as a temporary issue or a different social security number.

Cohort Identifier – Degree seeking students entering college for the first-time. Students may have accumulated hours with dual enrollment or dual credit, but should be reported with the fall cohort if the student is entering college for the first time. **The headcount of students with a 1 in the cohort identifier field represents all first-time students (part-time, full-time, and beginning in any term).** The first-time, full-time cohort submitted to IPEDS is determined using the following criteria:

Cohort = 1	**Due to reporting dates, this figure may not be exactly the figure reported through IPEDS, but should be reliably close and not effect graduation rates when calculated by CHE.**
Fall Term Credit Hours >=12	

This field is a stand-alone identifier of first-time freshman and is not tied to entry type or student level fields

Academic Degree Program – Federally recognized CIP (Classification of Instructional Program) code or state assigned six digit code identifies the program to which the student has been accepted. Public institution CIP codes must be in the API (Academic Program Inventory), qualifying at degree level, county and campus. Independent institutions should report CIPs using the NCES instructions. Only the campus from which the student intends to graduate from should report a program code with the following exceptions:

- Student is enrolled in non-credit or continuing education
- Student is enrolled in a short program (<30 hours)
- Student is pursuing a degree at another institution

Expansion of the 2000 Edition CIPs allows for programs to be identified more precisely. Follow the guidelines in the NCES catalog, electronic publication at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165 or consult the Commission office.

Academic Degree Program Extension – Specifically identifies student program intentions. There are programs that can be completed in less than 30 hours and do not appear in the API, the program extension 95 will allow record processing.

00 = Student has been accepted into the academic degree program
91 = Undeclared/Undecided (01 has been eliminated)
92 = Non-credit or Continuing Education
93 = Professional Certification Education
95 = Short Program (<30 hours)
99 = Pursuing a degree at another campus, or primarily distance education

Student Level – The level the student has reached **by the end of the fiscal year**, based on semester credit hours earned during the fiscal year. (Quarter hours are converted to semester hours by dividing by 1.5)

High School: A student attending high school and taking college coursework for credit either through dual credit or dual enrollment.

Certificate (1 year and 2 year): A formal award certifying the satisfactory completion of a postsecondary education program. Students enrolled in technical coursework of two years or less in length and below the associate degree level.

Associate (freshman and sophomore): An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

Baccalaureate: An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four but not more than five years of full-time equivalent college-level work. This includes all bachelors degrees conferred in a five-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal four years of work are completed in three years. This is the academic achievement objective of students enrolled in degree programs consisting of at least four but not more than five years of college work.

Student Level	Two Year Degree Programs	Four Year Degree Programs	Five Year Degree Programs
Freshman	Less than 50%	Less than 25%	Less than 20%
Sophomore	51% to 100%	25% to 49%	20% to 39%
Junior		50% to 74%	40% to 59%
Senior		75% to 100%	60% to 100%

Students in five-year programs are classified as seniors in the last two years of their enrollment.

Post-baccalaureate certificate: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.

Master's: An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond a bachelor's degree.

Post-master's certificate: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. Include Educational Specialist (Ed.S.) and Educational Administration (Ed.A.) in this category.

Graduate - Other: This achievement objective is not intended to be a necessary or logical step between the masters and doctoral levels. Medical students completing their residency and internship requirements should be identified in this category, although the campus need not distinguish between resident and intern-type students.

First-professional: An award that requires completion of a program that meets all of the following criteria:

1. Completion of the academic requirements to begin practice in the profession
2. At least 2 years of college work prior to entering the program
3. A total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., or Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

Doctoral: The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology.

Unclassified – Certificate, Associate, Undergraduate and Graduate: Students enrolled where the institution cannot determine the specific level of the student. Include in this category transient, visiting, special or guest students. An unclassified student level record cannot have a conferred degree. (Corresponding degree level codes follow the student level description.)

00 =	Undeclared (00)	10 =	Post-baccalaureate certificate (06)
01 =	High School Student (00) (identifies dual credit and dual enrolled students)	11 =	Master's (07)
02 =	Certificate - 1 year (02)	12 =	Post–master's certificate – Specialist (08)
03 =	Certificate - 2 year (02)	13 =	Other Graduate (07)
04 =	Associate – Freshman (03)	14 =	First-professional (10 or 11)
05 =	Associate - Sophomore (03)	15 =	Doctoral (09)
06 =	Baccalaureate - Freshman) (05)	16 =	Unclassified Undergraduate (00)
07 =	Baccalaureate – Sophomore (05)	17 =	Unclassified Graduate (00)
08 =	Baccalaureate – Junior (05)	18 =	Unclassified Certificate (00)
09 =	Baccalaureate – Senior (05)	19 =	Unclassified Associate (00)

Gender – Sex reported by the student.

0 = Undeclared   1 = Female   2 = Male

Ethnicity – Students may declare ethnicity in as many categories as applies. Place a 1 in the field(s) the student reports and fill all ethnicity fields with zeros if no ethnicity is declared. Following are the federally recognized ethnicity categories and descriptions:

Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used.

American Indian or Alaska Native: A person having origins in any of the original peoples of North, South and Central America and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand and Vietnam.

Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Citizenship – Identifies the legal country affiliation status of the student.

U.S. Citizen: Any born or naturalized citizen of the United States.

Resident Alien: A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Non-Resident Alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

0 = Undeclared	2 = Resident Alien
1 = U.S. Citizen	3 = Non-Resident Alien

Date of Birth – The birth date the student reports. If the date of birth is not declared, fill the field with zeros and right justified.

> Format eight digits:
> MM = Month   Example: Date of birth is January 1,
> DD = Day   1998, entry would be 01011998.
> YYYY = Year

Zip code/Foreign Country Code – The five-digit zip code the student reports or the foreign country codes listed in Appendix 2, Table 2.3. If a student's zip code is not reported, the field should be filled with zeros and right justified.

Student County/State/Country of Origin – Enter the three-digit Indiana county code (Appendix 2, Table 2.1) or the state (Appendix 2) or country (Appendix 2, Table 2.3) code indicating the location from which the student came at the time of admission, (e.g., not necessarily where the student currently resides).

Campus Residence – Indicates the type of residence the student maintains.

0 = Undeclared	Student has not reported a place of residence
1 = Campus	Includes residence halls (dormitories), married student housing and fraternities and sororities living in residence halls
2 = Off-Campus	All other housing not identified as campus, overseas or parents
3 = Overseas	Includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country
4 = Parents	Includes students living at home with parents, guardians, or relatives

Credit Hours (Non-contract Instruction) – A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. All credit hours are semester-equivalent and represent the hours in which the student was enrolled on the term census date. Campuses that do not utilize a semester credit hour system must convert reported hours to semester hours before uploading data (i.e., quarter hours should be divided by 1.5). Non-contract credit hours earned at another campus should be included in the appropriate term as well as in the total hours earned.

There are five data fields to accommodate various institutional calendars. Credit hour enrollment fields are four characters in length with an implied decimal point between the second and third characters. All fields should be right justified. If a field

term does not apply to the campus calendar, fill the field with zeros. Do not include contract credit hours in these fields.

Table 2

Summer A	Summer credit hours just before the fall term being reported
Fall	Credit hours in the traditional fall term
Winter	Quarter system institutions , report the winter term credits, otherwise, fill with zeros
Spring	Credit hours in the traditional spring term
Summer B	Summer credit hours just after the spring term being reported
Term Total	The sum of the five terms above NOTE: submit the Total field as you have in the past; however, in the CHE data warehouse this field is calculated.

Correspondence Credit Hours – CHE no longer collects this data. Fill the space with zeros when submitting to the Commission.

Credit Hour (Contract Instruction) – Credit hours earned under a contractual agreement (also referred to a clock hours). The agreement is offered to a limited number of students and reimbursement for a portion or all of the cost of the instruction is awarded. Credit hours are not considered contract when an employer pays all or part of the student's tuition.

Those campuses that contract with the Indiana University School of Medicine to conduct first or second year instructional programs on their campuses, report this contract enrollment as first professional. The Indiana University School of Medicine reports this enrollment as first professional with the county code of the contracting institution in the primary site of instruction field.

Remedial Credit Hours – **Math** – Instructional math courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. These hours are to be included in the non-contract credit hours fields in the term in which the student took the remedial math instruction. Format is the same as non-contract and contract credit hours: four characters with an implied decimal point between the second and third characters and right justified.

Remedial Credit Hours – **Language** – Instructional language courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. These hours are to be included in the non-contract credit hours fields in the term in which the student took the

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remedial math instruction. Format is the same as non-contract and contract credit hours: four characters with an implied decimal point between the second and third characters and right justified.

Entry Type – Identifies the student's method of entry **at the time of admission.**

First-time Entry: All students, regardless of level or entry term, who have not previously attended any college, are reported as first-time entries. Include students who entered with advanced standing (college credits earned before graduating from high school). This entry type category should also be used for graduate students entering a graduate program, regardless of where they obtained their undergraduate degree.

Transfer: Those students who have enrolled for the first time at the reporting campus, but have received credit while enrolled at another campus, should be reported as transfer students.

Students transferring from one campus to another, within the same institution, in pursuit of the same or similar degree should be counted as transfer students. The time span between attendance at one institution and admission to the reporting campus is not a factor and should be included in the transfer entry type.

Dual Credit: Students enrolled in high school, taking college level classes that are accepted for credit at both the high school and postsecondary institution.

Continuing: Those students who do not fit into any of the above categories should be reported as having the status of a "continuing" student. There should be no duplication of students reported in the above categories.

Entry Status Unknown/Not Applicable: Entry status unknown or status is not applicable because the student is in high school or is a non-degree seeking student.

0 = Unknown/Not Applicable	2 = First-time entry
	3 = Transfer
1 = Continuing	4 = Dual credit

Transfer Institution CEEB Code-1 – The four-digit College Entrance Examination Board (CEEB) Code of the transfer institution should appear in this field indicating the institution from which the student has transferred. Also, if transfer credits are reported during the reporting year, the field should contain the most recent institution attended prior to the current campus. Should a student transfer in more than 99 credit hours, report only 99 indicating that the student transferred in 99 or more credit hours from a particular institution. The first CEEB code cannot be duplicated

in the second or third CEEB transfer fields. Zero-fill this field if not applicable. A complete listing of CEEB codes is posted on the CHE web site.

Transfer Credits Recognized from Transfer Institution-1 – Enter the number of transfer credits reported during the reporting year from the institution listed in the field for transfer institution CEEB Code-1. Use four digits, with an implied decimal between positions two and three, right justified. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-2 – If transfer credits are reported from more than one institution during the reporting year, enter the CEEB code of the second most recently attended campus in this field. Should a student transfer in more than 99 credit hours at a second institution, report only 99 indicating that the student transferred in 99 or more credit hours from a the second institution. The second CEEB code cannot be duplicated in the first or third CEEB transfer fields. Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-2 – Enter the number of transfer credits reported during the reporting year from the institution listed in the field for transfer institution CEEB Code-2. Use four digits, with an implied decimal between positions two and three and right justify. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-3 – If transfer credits are reported from more than two institutions during the reporting year, enter the CEEB code of the third most recently attended campus in this field. Should a student transfer in more than 99 credit hours, report only 99 indicating that the student transferred in 99 or more credit hours from a third institution. The first CEEB code cannot be duplicated in the first or second CEEB transfer fields. If transfer credits are reported from more than three institutions during the reporting year, enter 9999. Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-3 – Enter the number of transfer credits reported during the reporting year from the institution listed in the field for transfer institution CEEB Code-3. If transfer institution CEEB Code-3 is 9999, enter the total credit hours reported during the reporting year from the corresponding institutions. Use four digits, with an implied decimal between positions two and three and right justify. Zero-fill this field if not applicable.

Degrees Conferred – An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

There are ten fields reserved for the reporting of degrees and awards conferred. These fields are divided into two sets allowing for the reporting of an individual receiving two degrees in the same year. Each set includes five fields:

	Set I			**Set II**
1.	1st Degree Conferred (Level)		6.	2nd Degree Conferred (Level)
2.	1st Degree Conferred Site (County)		7.	2nd Degree Conferred Site (County)
3.	1st Degree Conferred Program (CIP)		8.	2nd Degree Conferred Program (CIP)
4.	1st Degree Conferred Date (MMYYYY)		9.	2nd Degree Conferred Date (MMYYYY)
5.	1st Degree Conferred Second Major (CIP)		10.	2nd Degree Second Major (CIP)

If a student earned two degrees in two different programs between July 1 and June 30 of the reporting year (e.g., a bachelor's degree in summer 2005 and a master's degree in June 2006), both degrees should be reported with the most recent degree reported as first degree conferred. The second set should utilize the same coding conventions as the first and should be used to report the degree or award conferred earlier. Do not report in the second degree conferred set if the student completed two degrees in the same program (e.g., MB and MBA).

First degree earned in the example, would be the master's degree awarded in June of 2006; the bachelor's degree conferred in the summer of 2005, would be reported in Set II of the degrees conferred fields. Unused fields should be zero-filled.

Report only those degrees and awards that were actually conferred between July 1 and June 30 of the reporting year. Degrees or awards earned but not yet conferred during this time period should be reported in the report for the following year.

Degree Level – Use the federally recognized degree levels. Use Post-master's certificate for specialist and indicate a specialist level with the program extension. Federal degree levels do not specifically identify a specialist degree/certificate.

00 = Not Applicable/No Degree
     Conferred
01 = Awards of less than 1
     academic year
02 = Awards of at least 1 but less
     than 2 academic years
03 = Associate degree
04 = Awards at least 2 but less than
     4 academic years
05 = Bachelor's degree

06 = Post-baccalaureate certificate
07 = Master's degree
08 = Post-master's
     certificate/specialist
09 = Doctor's degree
10 = First-professional degree
11 = First-professional certificate

High School CEEB Code – Report the six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's high school of graduation or high school where the student is currently enrolled. If the student entered as a graduate or transfer student and as a consequence no high school code is available, enter 999998 in this field. A complete listing of CEEB codes will be posted on the CHE web site. In the event the CEEB code cannot be located in the table, use the 15 series codes where applicable (they are listed in the CEEB table).

159992 = Out-of-state home school
159993 = In-state home school
159994 = Out-of-state
159995 = Foreign high school
159996 = Out-of-state obsolete high school

159997 = In-state, other or obsolete high school
159998 = Out-of-state GED
159999 = In-state GED

High School Graduation Date – Six-digit field indicating the month and year of the student's graduation from high school.

       MM   = Month
       YYYY = Year

If month is unavailable, zero fill month and report year, right justify. NOTE: A valid year must be submitted, zero-filled data will be converted to 001901.

High School Rank –Based on the student's high school grade point average relative to the rest of the student's graduating classmates. For example, if a student's GPA is better than that of 75% of his or her classmates, report 75. This field will accommodate up to three characters (valedictorians might be ranked at 100, for example). Report whole numbers only, no decimals, and right justify. No value entered should ever exceed 100.

High School Diploma Type – Indicate the type of diploma received by the student. The following codes are currently in use by the Indiana Department of Education:

       0 = Diploma type undeclared or not received
       1 = Regular Diploma
       2 = Honors Diploma
       3 = Other Diploma
       4 = GED (Test of General Education Development)
       5 = Special Education Certificate

CORE 40 Completion – Student completed the Indiana CORE 40 curriculum

       0 = Unknown/Not Applicable
       1 = Yes, CORE 40 Curriculum completed
       2 = No, CORE 40 Curriculum not completed

SAT Score – **Verbal** – Scholastic Achievement Test (SAT), indicate verbal scores and right justify this three digit entry.

SAT Score – Math – Scholastic Achievement Test (SAT), indicate math scores and right justify this three digit entry.

Cumulative Grade Point Average – The student's cumulative grade point average (GPA) from enrollment to last term attended. Based on a four-point grading scale where, A = 4, B = 3, C = 2, D = 1 and F = 0. Six-point grading scales where, A = 6 and F = 2 are converted to the four-point system by subtracting 2 from the

institution's calculated GPA. Enter 998 if this item is not available and zero if actually zero, right justify.

Residency Status – This is a one-digit field that records the institution's assignment of Indiana residency/non-residency status to a student. For public institutions, this categorization is to correspond with the student's basis for tuition and fee amounts.

> 0 = Residency Status Undeclared
> 1 = Assumed as Resident
> 2 = Assumed as Non-Resident
> 4 = Assumed as resident through Reciprocity Agreement
> 5 = Non-Resident Paying Resident Fees for Reasons Other Than Reciprocity

Independent institutions and other campuses charging tuition/fees undifferentiated as to student origin should code students as either resident (1) or non-resident (2) based on their state of origin at the time of admission.

For analysis purposes, residency status codes 1 and 4 are used to determine Indiana resident students.

Second Site of Instruction – Location code (Appendix 2, Tables 2.1-2.3) of the second instructional site the student attended during the fiscal year.

Second Site Credit Hours – Credit hours earned by the student at the second instructional site. This field is three-characters in length with an implied decimal between the second and third character. Ten credit hours, for example, should be entered as "100" in this field. Credit hours should be reported *as* enrolled for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Third Site of Instruction - Location code (Appendix 2, Tables 2.1-2.3) of the third instructional site the student attended during the fiscal year.

Third Site Credit Hours – Credit hours earned by the student at the third instructional site. This field is three-characters in length with an implied decimal between the second and third character. Ten credit hours, for example, should be entered as "100" in this field. Credit hours should be reported *as* enrolled for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Unused – Field that is not designated for usage. Submit field zero filled.

Financial Aid Data Status – The fields in each record are used to record basic financial aid data for the prior fiscal year. Fields are provided to allow reporting for the academic year and the summer session. Some students receive aid for the academic year only, others receive aid for the summer session only and finally some

students receive aid for both periods. These fields are not duplicated within the academic year and the summer session.

> 0 = No financial aid information is available.
> 1 = Financial aid application information is present, but no awards were made and no award amounts are present.
> 2 = Financial aid award amounts are present for the academic year only.
> 3 = Financial aid award amounts are present for the summer session only.
> 4 = Financial aid award amounts are present for the academic year and summer session.

If codes 2 through 4 are indicated, relevant award fields will be interpreted as valid, even if they contain zero data values. Otherwise, the remaining fields will be ignored.

Twenty-First Century Scholar Identifier – Indicator of Twenty-First Century Scholar qualifiers. Identifies students from this program even if they do not receive an award amount under the program in the given year. Enter a 1, if the student is known to be a Twenty-First Century Scholar, enter a 1 in this field, otherwise set to zero.

Dependency Status – Indicates the student's dependency upon parental support. Codes are consistent with the Congressional Methodology definitions.

> 0 = Indeterminate Status
> 1 = Self-supporting
> 2 = Dependent

Housing Status – Indicates a student's residency while enrolled and applies only to those students to whom financial aid has been made available.

0 = Undeclared	Housing status not declared
1 = Campus	Residence halls (dormitories), married student housing and fraternities and sororities using residence halls
2 = Off-Campus	All other housing not identified as campus, overseas or parents to include fraternities and sororities that occupy housing other than residence halls
3 = Overseas	Student enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country
4 = Parents	Students living at home with parents, guardians, or relatives

FINANCIAL AID AND LOAN DATA FIELDS – If there is no grant or loan, or if the grant or loan is not known, the field should be zero filled. Otherwise, the amount

should be rounded to the nearest full dollar and right-adjusted with leading zeros. All of these fields have dollar limits. A file submitted exceeding the limit will produce an error for each record in violation. If this occurs, verify that the amount is correct then contact the CHE office by email or fax to resolve the issue. Figures appearing in parenthesis following each definition are the limits currently applied to the validation rules.

Pell Grant (Academic Year and Summer Session) – This field contains the total grant received by the student for the fiscal period indicated under the Federal Pell Grant Program. ($25,000)

State Higher Education Award (Academic Year and Summer Session) – This field contains the total grant received by the student under the Indiana Higher Education Award Program administered by SSACI. ($25,000)

State Freedom of Choice Award (Academic Year and Summer Session) – This field contains the total grant received by the student under the Indiana Freedom of Choice Program administered by SSACI. ($25,000)

Gift Aid from Institutional Sources (Academic Year and Summer Session) – This field contains student aid in any form (grants, fee remissions, etc.) received by the student at any time during the fiscal year, including athletic grants: ($50,000-academic year, $25,000-summer)

- Institutional need-based aid
- Institutional non-need-based
- Fee remissions provided as employee benefits to employees, spouses, and children of employees
- State entitlement programs, including CDV, Police

Supplemental Education Opportunity Grant (SEOG) (Academic Year and Summer Session) – This field contains the total grant received by the student for the fiscal period indicated under the Federal Supplemental Education Opportunity Grants (SEOG) Program. ($25,000)

Veterans Benefit Programs (Academic Year and Summer Session) – This field contains the total benefit received by the student for the fiscal period indicated under all Federal Veteran's Benefit Programs, including VA Contributory Benefits and GI Bill and Dependent's Educational Assistance Benefits. ($90,000-academic year, $25,000-summer)

Federal Gift Aid, Other (Academic Year and Summer Session) – This field contains student gift aid from federal programs (exclusive of the Pell, SEOG, and Veteran's Training Program funding). This field should include at least the following: ($35,000-academic year, $25,000-summer)

- Grants from Bureau of Indian Affairs
- Paul Douglas Teacher Scholarship

- Robert C. Byrd Scholarship
- Job Training Partnership Act Awards (JTPA)

Twenty-First Century Scholars Award (Academic Year and Summer Session) – This filed contains the total grant amount awarded to the student through the Twenty-First Century Scholars Program. Recipients of this award should also be identified in the Twenty-First Century Scholars Identifier field. ($25,000)

Indiana Gift Aid, Other (Academic Year and Summer Session) – This field contains gift aid received by the student during the fiscal period indicated from state programs such as: ($75,000-academic year, $25,000-summer)

- Hoosier Scholarship
- Nursing Scholarship
- Minority Teacher Scholarship
- Vocational Rehabilitation Awards

Note that JTPA awards are not to be reported here but are included under Other Federal Gift Aid.

Private Gift Aid, Other (Academic Year and Summer Session) – This field contains gift aid received by the student during the indicated fiscal period from private parties, which cannot be classified into one of the above categories. Included are awards which are handled or known by the institution, such as service club scholarships (e.g., Kiwanis, Rotary, PTO, etc.) and awards from other state and foreign governments. ($75,000-academic year, $25,000-summer)

Stafford Loans Certified by Campus (Academic Year and Summer Session) – This field contains Stafford (formerly GSL) loan funds certified by the institution. ($25,000)

Perkins Loans (Academic Year and Summer Session) – This field contains the total repayable loan amount the student received through the Perkins (formerly NDSL) loan program. ($25,000)

Also included here are institutional endowment and foundation awards. These are awards over which the institution has either direct control or some degree of influence (e.g., award recipients selected by a university foundation). Outside billings, such as employer and military billings are excluded. It is understood that the institutions cannot know or record all such student aid; however, information is sought where institutions record this information in their record systems, and utilize this information in packaging other aid for the student.

Repayable Need-Based Loans, Other (Academic Year and Summer Session) – This field is intended to record need-based loans received by the

student from an institution or other source known by the institution which is repayable by the student. These sources should include:

- Health professions loans
- Nursing Loans

Exclude non-need based loans such as PLUS, SLS, and unsubsidized Stafford loans. ($65,000-academic year, $25,000-summer)

Non-Need-Based Loans to Student (Academic Year and Summer Session) – Report all non-need based loans to the student which are administered through the campus, such as: ($50,000-academic year, $25,000-summer)

- Unsubsidized Stafford Loans
- Supplemental Loan to Student (SLS)

Non-Need-Based Loans to Parent (Academic Year and Summer Session) – Report all non-need-based loans to the parent(s) which are administered through the campus, such as the Parent Loan for Undergraduate Students (PLUS). ($40,000-academic year, $25,000-summer)

Federal Work-Study Award (Academic Year and Summer Session) – This field is intended to capture the aggregate job compensation to students which receive subsidies under the Federal College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

Awards funded through institutional foundations and endowments should not be reported in this category. ($25,000)

State Work-Study Award (Academic Year and Summer Session) – This field is intended to capture the aggregate job compensation to students which receive subsidies under the Indiana College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share. ($25,000)

Gross Income – Describes the combined taxable (AGI) and non-taxable income received by the student or the parents and is consistent with student Congressional Methodology definitions.

Depending upon the student's dependency status, the field should include:

- Dependent Students: Total income available to the student's parents.
- Independent Students: Total income available to the student and spouse.

If the income is not known, the field should be set to 999998. If the income is actually zero, the field should be set to 999990. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Do not fill

the field with 999999 unless the gross income amount is actually greater than or equal to $599,999. ($599,999)

Parent Contribution – This field records the academic year parent contribution of dependent students, consistent with the Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990. For self-supporting students, it should be reported as zero (99990). Do not fill the field with 99999 unless the contribution amount is actually greater than or equal to $99,999.

If the student does not report parent contribution, other applications that require parent contribution may be used to provide this data. ($99,999)

Student Contribution – This field records the academic year student contribution of both dependent and self-supporting students, consistent with Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990. Do not fill the field with 99999 unless the contribution amount is actually greater than or equal to $99,999. ($99,999)

Student Expense Budget (Academic Year and Summer Session) – Fields that record the student expense budget used by the college for packaging financial aid. If the student does not report an expense budget, other applications that require a student expense budget, may be used to estimate this figure along with data such as credit hours enrolled and housing status. Do not fill the field with 99999 unless the expense budget amount is actually greater than or equal to $99,999. ($99,999-academic year, $35,000-summer)

Section IV

Table 3

Summary of Required Codes for SIS

Inclusive Positions	Size	Data Elements	Required Codes
1 - 6	6	Campus	See Appendix 1
7 - 12	6	Instructional Home	See Appendix 1
13 - 15	3	Primary Site of Instruction	See Appendix 2
16 - 16	1	Calendar	1 = Semester 4 = 4-1-4 2 = Quarter 5 = Other 3 = Trimester
17 - 17	1	Report Term	1 = Fall (Not currently used) 3 = Winter (Not currently used) 2 = Annual 4 = Summer (Not currently used)
18 - 21	4	Report Year	YYYY (Academic Year; e.g. 0506)
22 - 30	9	Student Identifier	Social Security Number or institution "unique" student number (right justified, leading zeros).
31 - 39	9	Previously Reported Identifier	Temporary-issue, Social Security Number or institution "unique" number that was used for student in previous SIS reports. (right justified, leading zeros)
40 - 40	1	Cohort Identifier	1 = Yes ; 0 = No
41 - 46	6	Academic Degree Program	Use Academic Degree Program Code (CIP) or 000000 if unknown/undecided (right justified, leading zeros)
47 - 48	2	Academic Degree Program Extension	00 = Student accepted into program 93 = Professional Certification Education 91 = Undecided/Undeclared 95 = Short Program (<30 hours) 92 = Non-credit or Continuing Education 99 = Pursuing a degree at another institution or campus
49 - 50	2	Student Level	00 = Undeclared 10 = Post-baccalaureate Certificate 01 = High School 11 = Master's 02 = Certificate (1 Year) 12 = Post-masters Certificate (Specialist) 03 = Certificate (2 Year) 13 = Other Graduate 04 = Associate (Freshman) 14 = First-professional 05 = Associate (Sophomore) 15 = Doctoral 06 = Baccalaureate (Freshman) 16 = Unclassified Undergraduate 07 = Baccalaureate (Sophomore) 17 = Unclassified Graduate 08 = Baccalaureate (Junior) 18 = Unclassified Certificate 09 = Baccalaureate (Senior) 19 = Unclassified Associate
51 - 51	1	Gender	0 = Undeclared 2 = Male 1 = Female
52 - 52	1	Race/Ethnicity – Black	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
53 - 53	1	Race/Ethnicity – Native	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
54 - 54	1	Race/Ethnicity – Asian	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
55 - 55	1	Race/Ethnicity – Pacific	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
56 - 56	1	Race/Ethnicity – Hispanic	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
57 - 57	1	Race/Ethnicity – White	1 = Yes ; 0 = No Student may declare ethnicity in all fields that apply
58 - 58	1	Citizenship	0 = Undeclared 2 = Resident Alien 1 = U.S. Citizen 3 = Non-Resident Alien
59 - 66	8	Date of Birth	MMDDYYYY (leading zeros, right justified, zero filled if unknown)
67 - 71	5	Zip Code/Foreign Country Code	Zip Code (if United States). If Foreign Country, See Appendix 2, Table 2.3 (leading zeros, right justified, zero filled if unknown)
72 - 74	3	Student County/State/Country of Origin	Location Code (Appendix 2) for origin at time of admission (leading zeros, right justified, zero filled if unknown)
75 - 75	1	Campus Residence	0 = Undeclared 3 = Overseas 1 = Campus 4 = Parents 2 = Off-Campus
76 - 79	4	Credit Hours –Noncontract Instruction (Summer A)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
80 - 83	4	Credit Hours –Noncontract Instruction (Fall)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
84 - 87	4	Credit Hours –Noncontract Instruction (Winter)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
88 - 91	4	Credit Hours –Noncontract Instruction (Spring)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
92 - 195	4	Credit Hours –Noncontract Instruction (Summer B)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
96 - 99	4	Credit Hours –Noncontract Instruction (TOTAL)	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified
100 - 103	4	Unused	Fill with zero (Formerly correspondence credit hours)

104 - 107	4	Credit Hours – Contract Instruction	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
108 - 111	4	Remedial Credit Hours – Math	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
112 - 115	4	Remedial Credits – Language Arts	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
116 - 116	1	Entry Type	0 = Unknown/Not Applicable/ 1 = Continuing	2 = First-time Entry 3 = Transfer 4 = Dual Credit
117 - 120	4	Transfer Institution CEEB Code – 1	CEEB Code (Cannot be duplicated in the second or third CEEB transfer fields. See CHE web site for complete listing)	
121 - 124	4	Transfer Credits - Institution 1	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
125 - 128	4	Transfer Institution CEEB Code – 2	CEEB Code (Cannot be duplicated in the first or third CEEB transfer fields. See CHE web site for complete listing)	
129 - 132	4	Transfer Credits - Institution 2	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified,	
133 - 136	4	Transfer Institution CEEB Code – 3	CEEB Code (Cannot be duplicated in the first or second CEEB transfer fields. See CHE web site for complete listing)	
137 - 140	4	Transfer Credits - Institution 3	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
141 - 142	2	First Degree Conferred	00 = Not Applicable/No Degree Conferred 01 = Awards of less than 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate degrees 04 = Awards at least 2 but less than 4 academic years 05 = Bachelor's degrees 06 = Post-baccalaureate certificates	07 = Master's degrees 08 = Post-master's certificates (Specialist) 09 = Doctor's degrees 10 = First-professional Degrees 11 = First-professional Certificates
143 - 144	2	First Degree Conferred Site	See Appendix 2	
145 - 150	6	First Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	
151 - 156	6	First Degree Conferred Date	MMYYYY	
157 - 162	6	First Degree Second Major	Academic Degree Program (See Academic Program Inventory)	
163 - 164	2	Second Degree Conferred	00 = Not Applicable/No Degree Conferred 01 = Awards of less than 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate degrees 04 = Awards at least 2 but less than 4 academic years 05 = Bachelor's degrees 06 = Post-baccalaureate certificates	07 = Master's degrees 08 = Post-master's certificates (Specialist) 09 = Doctor's degrees 10 = First-professional Degrees 11 = First-professional Certificates
165 - 166	2	Second Degree Conferred Site	See Appendix 2	
167 - 172	6	Second Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	
173 - 178	6	Second Degree Conferred Date	MMYYYY	
179 - 184	6	Second Degree Second Major	Academic Degree Program (See Academic Program Inventory)	
185 - 190	6	High School CEEB Code	CEEB Code. 999998 if unavailable (See CHE web site).	
191 - 196	6	High School Graduation Date	MMYYYY	
197 - 199	3	High School Rank	Percentile Rank, right justified	
200 - 200	1	High School Diploma Type	0 = Undeclared or not received 1 = Regular 2 = Honors	3 = Other 4 = GED 5 = Special Education Certificate
201 - 201	1	CORE 40 Completion	0 = Not Applicable/Undeclared 1 = Yes, CORE 40 Curriculum completed 2 = No, CORE 40 Curriculum not completed	
202 - 204	3	SAT Score - Verbal	Reported Score, right justified	
205 - 207	3	SAT Score - Math	Reported Score, right justified	
208 - 210	3	Cumulative Grade Point Average	Enter 998 if item is not available. Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	

211 - 211	1	Residency Status	0 = Undeclared 1 = Assumed resident for tuition/fee purposes 2 = Assumed non-resident for tuition/fee purposes 3 = Obsolete do not use 4 = Assumed resident via reciprocity 5 = Non-resident paying resident fees for reason other than reciprocity	
212 - 214	3	Second Site of Instruction	See Appendix 2	
215 - 218	4	Second Site Credit Hours	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
219 - 221	3	Third Site of Instruction	See Appendix 2	
222 - 225	4	Third Site Credit Hours	Implied decimal, columns that do not apply should be zero-filled else, leading zeros, right justified	
226 227	2	Unused	--	
228 - 228	1	Financial Aid Data Status	0 = No financial aid information is available 1 = Financial aid application information is present, but no awards were made and no award amounts are present 2 = Financial aid award amounts are present for the academic year only 3 = Financial aid award amounts are present for the summer session only 4 = Financial aid award amounts are present for the academic year and the summer session	
229 - 229	1	21st Century Scholar Identifier	Enter 1 if student is a 21st Century Scholar, otherwise zero.	
230 - 230	1	Dependency Status	0 = Indeterminate status 1 = Self-supporting 2 = Dependent	
231 - 231	1	Housing Status	0 = Undeclared　　　　　3 = Overseas 1 = Campus　　　　　　4 = Parents 2 = Off-Campus	
232 - 236	5	Pell Grant/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
237 - 241	5	State Higher Education Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
242 - 246	5	State Freedom of Choice Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
247 - 251	5	Gift Aid from Institutional Sources/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
252 - 256	5	Supplemental Education Opportunity Grant (SEOG)/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
257 - 261	5	Veterans Benefit Programs/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
262 - 266	5	Other Federal Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
267 - 271	5	21st Century Scholars Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
272 - 276	5	Other Indiana Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
277 - 281	5	Other Private Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
282 - 286	5	Stafford Loans Certified by Campus/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
287 - 291	5	Perkins Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
292 - 296	5	Other repayable Need-Based Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
297 - 301	5	Non-Need-Based Loans to Student/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
302 - 306	5	Non-Need-Based Loans to Parent/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
307 - 311	5	Federal Work Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
312 - 316	5	State Work Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
317 - 321	5	Pell Grant/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
322 - 326	5	State Higher Education Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	
327 - 331	5	State Freedom of Choice Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	

332	-	336	5	Gift Aid from Institutional Sources/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
337	-	341	5	Supplemental Education Opportunity Grant (SEOG)/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
342	-	346	5	Veterans Benefit Programs/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
347	-	351	5	Other Federal Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
352	-	356	5	21st Century Scholars Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
357	-	361	5	Other Indiana Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
362	-	366	5	Other Private Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
367	-	371	5	Stafford Loans Certified by Campus/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
372	-	376	5	Perkins Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
377	-	381	5	Other repayable Need-Based Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
382	-	386	5	Non-Need-Based Loans to Student/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
387	-	391	5	Non-Need-Based Loans to Parent/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
392	-	396	5	Federal Work Study Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
397	-	401	5	State Work Study Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.
402	-	407	6	Student's Adjusted Gross Income (independent students) or Family's Adjusted Gross Income (dependent students)	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 999998 if data item is not available. Enter 999990 if data item is actually zero.
408	-	412	5	Parent Contribution	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero. For self-supporting students, this item should be reported as 99990 (zero).
413	-	417	5	Student Contribution	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero.
418	-	422	5	Student Expense Budget/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known.
423	-	427	5	Student Expense Budget/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known.

Section V – Fall Report

The fall report provides headcount by level and status and FTE. It is to be submitted using the definitions contained in this section. Headcount by entry type and status is also required with the fall report. The student levels are those described in the data element dictionary.

This report is due to the Commission on October 15th of the fall term being reported.

Fall Report Definitions

Undergraduate   Student-level codes 01 through 09 plus 16, 18 and 19 (student level and associated codes defined on pages 7-9).

Graduate   Student level codes 10 through 15, and 17 (pages 8-9).

Full-time   Undergraduate who attempt at least 12.0 hours of non-contract instruction for the term and graduates student who attempt at least 9.0 hours.

Part-time   Those undergraduates and graduates who do not attempt enough hours of non-contract instruction to qualify as full-time.

FTE   Full-time equivalency for one term is calculated to the nearest hundredth using the following formulas.

Undergraduate	Total non-contract credit hours/15.0
Graduate	Total non-contract credit hours/12.0

The formulas are applied in the same manner regardless of the type of academic calendar under which the institution operates. Audit hours are not included when calculating FTE.

The definition of a first-time student is under Entry Type in the Data Element Dictionary on page 14.

Section VI - Summer Degree Supplement

This is to include individual data records for each student completing a degree after the close of the fiscal year on June 30 and before September 1 of the same year. Data is to be submitted as a flat file, using the format described in Table 3.

The summer degree supplement upload procedure has not been developed, but will be addressed in the future.

Table 4

Required Codes for the Summer Degree Supplements

Inclusive Positions			Size	Data Elements	Required Codes		Reference Page
1	-	6	6	Campus	See Appendix 1		6
7	-	10	4	Summer Year	YYYY (Summer Year; e.g. 2005)		7
11	-	20	10	Student Identifier	Social Security Number or institution "unique" student number (alpha-numeric field should be right justified). This should be the same student identifier used in the student's record in the Annual SIS data file.		7
21	-	22	2	First Degree Conferred	00 = Not Applicable/No Degree Conferred 01 = Awards of less than 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate degrees 04 = Awards at least 2 but less than 4 academic years 05 = Bachelor's degrees 06 = Post-baccalaureate certificates	07 = Master's degrees 08 = Post-master's certificates (Specialist) 09 = Doctor's degrees 10 = First-professional Degrees 11 = First-professional Certificates	15
23	-	24	2	First Degree Conferred Site	See Appendix 2, Table 2.1		36
25	-	30	6	First Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)		15
31	-	36	6	First Degree Conferred Date	MMYYYY		15
37	-	38	2	Second Degree Conferred	00 = Not Applicable/No Degree Conferred 01 = Awards of less than 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate degrees 04 = Awards at least 2 but less than 4 academic years 05 = Bachelor's degrees 06 = Post-baccalaureate certificates	07 = Master's degrees 08 = Post-master's certificates (Specialist) 09 = Doctor's degrees 10 = First-professional Degrees 11 = First-professional Certificates	15
39	-	40	2	Second Degree Conferred Site	See Appendix 2, Table 2.1		36
41	-	46	6	Second Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)		15
47	-	52	6	Second Degree Conferred Date	MMYYYY		15

Section VII - Appendices

Table 1.1

Public Institution Campus	OPE ID (Office of Postsecondary Education ID - replaces FICE)	CEEB (College Board)	Distance ID (Indiana Commission for Higher Education)	Unit ID (National Center for Education Statistics)
Indiana University				
Bloomington	001809	1324	D01809	151351
East	001811	1194	D01811	151388
IUPUI	001813	1325	D01813	151111
Kokomo	001814	1337	D01814	151333
Northwest	001815	1338	D01815	151360
South Bend	001816	1339	D01816	151342
Southeast	001817	1314	D01817	151379
Purdue University				
West Lafayette	001825	1631	D01825	243780
Calumet	001827	1638	D01827	152248
North Central	001826	1640	D01826	152266
Fort Wayne	001812	1336	D01812	151102
Indiana State University	009563	1322	D09563	151324
University of Southern Indiana	001808	1335	D01808	151306
Ball State University	001786	1051	D01786	150136
Vincennes University	001843	1877	D01843	152637
Ivy Tech Community College of Indiana				
Region 01 – Gary (Northwest)	010040	1281	D10040	151087
Region 02 – South Bend (North Central)	008423	1280	D08423	150978
Region 03 – Fort Wayne (Northeast)	009926	1278	D09926	151032
Region 04 – Lafayette	010039	1282	D10039	151023
Region 05 – Kokomo	010041	1329	D10041	151014
Region 06 – Muncie (East Central)	009924	1279	D09924	151005
Region 07 – Terre Haute (Wabash Valley)	008547	1284	D08547	151069
Region 08 – Indianapolis (Central Indiana)	009917	1311	D09917	150987
Region 09 – Richmond (Whitewater)	010037	1283	D10037	151078
Region 10 – Columbus	010038	1286	D10038	150996
Region 11 – Madison (Southeast)	009923	1334	D09923	151096
Region 12 – Evansville (Southwest)	009925	1277	D09925	151050
Region 13 – Sellersburg (South Central)	010109	1273	D10109	151041
Region 14 – Bloomington	035213	1455	D35213	440244

New Campuses and Postsecondary Centers – Use in the instructional home field when appropriate.

Table 1.2

New Campuses and Postsecondary Centers	
	OPE ID (Office of Postsecondary Education ID - replaces FICE)
Campuses:	
VU – Jasper	901843
ITCCI – Valparaiso	910040
Centers:	
IUPU – Columbus	801813
IU - South Bend – Elkhart	901816
BSU – Fort Benjamin Harrison	901786
VU – Aviation Tech Center	801843
VU – Marion County	701843
ITCCI Region 01 Gary – East Chicago	810040
ITCCI Region 01 Gary – Michigan City	710040
ITCCI Region 02 South Bend – Elkhart	908423
ITCCI Region 02 South Bend – Warsaw	808423
ITCCI Region 05 Kokomo – Logansport	910041
ITCCI Region 06 Muncie – Anderson	909924
ITCCI Region 06 Muncie – Marion	809924
ITCCI Reg11 Madison – Lawrenceburg	909923

Table 1.3

Independent Institutions	**OPE ID** (Office of Postsecondary Education ID - replaces FICE)	**CEEB** (College Board)	**Unit ID** (Indiana Commission for Higher Education)
Ancilla College	001784	1015	150048
Anderson University	001785	1016	150066
Bethel College	001787	1079	150145
Butler University	001788	1073	150163
Calumet College of Saint Joseph	001834	1776	150172
Christian Theological Seminary	001789	na*	150215
Concordia Theological Seminary	001667	na*	150288
DePauw University	001792	1166	150400
Earlham College	001793	1195	150455
Franklin College of Indiana	001798	1228	150604
Goshen College	001799	1251	150668
Goshen Biblical Seminary	009749	na*	
Grace College	001800	1252	

Table 1.3

Independent Institutions

	OPE ID (Office of Postsecondary Education ID - replaces FICE)	CEEB (College Board)	Unit ID (Indiana Commission for Higher Education)
Grace Theological Seminary	901800	1252	150677
Hanover College	001801	1290	150756
Holy Cross College	007263	1309	150774
Huntington College	001803	1304	150941
Indiana Institute of Technology	001805	1323	151290
Indiana Wesleyan University	001822	1446	151801
Lutheran College of Health Professions	006252	1416	
Manchester College	001820	1440	151777
Marian College	001821	1442	151786
Martin University	029175	1379	151810
Mennonite Bible Seminary	001823	na*	151865
Oakland City College	001824	1585	152099
Rose-Hulman Institute of Technology	001830	1668	152318
Saint Francis College	001832	1693	152336
Saint Joseph's College	001833	1697	152363
Saint Mary-of-the-Woods College	001835	1704	152381
Saint Mary's College	001836	1702	152390
Saint Meinrad College	001837	1705	
Saint Meinrad School of Theology	007276	1705	152451
Taylor University - Fort Wayne	001797	1227	
Taylor University – Main Campus	001838	1802	152530
Tri-State University	001839	1811	152567
University of Evansville	001795	1208	150534
University of Indianapolis	001804	1321	151263
University of Notre Dame	001840	1841	152080
Valparaiso University	001842	1874	152600
Wabash College	001844	1895	152673

*na = no code available from the College Board

Appendix 2
Indiana Counties

Table 2.1

001....Adams	034....Howard	067 ... Putnam
002....Allen	035....Huntington	068 ... Randolph
003....Bartholomew	036....Jackson	069 ... Ripley
004....Benton	037....Jasper	070 ... Rush
005....Blackford	038....Jay	071 ... St. Joseph
006....Boone	039....Jefferson	072 ... Scott
007....Brown	040....Jennings	073 ... Shelby
008....Carroll	041....Johnson	074 ... Spencer
009....Cass	042....Knox	075 ... Starke
010....Clark	043....Kosciusko	076 ... Steuben
011....Clay	044....Lagrange	077 ... Sullivan
012....Clinton	045....Lake	078 ... Switzerland
013....Crawford	046....LaPorte	079 ... Tippecanoe
014....Daviess	047....Lawrence	080 ... Tipton
015....Dearborn	048....Madison	081 ... Union
016....Decatur	049....Marion	082 ... Vanderburgh
017....DeKalb	050....Marshall	083 ... Vermillion
018....Delaware	051....Martin	084 ... Vigo
019....Dubois	052....Miami	085 ... Wabash
020....Elkhart	053....Monroe	086 ... Warren
021....Fayette	054....Montgomery	087 ... Warrick
022....Floyd	055....Morgan	088 ... Washington
023....Fountain	056....Newton	089 ... Wayne
024....Franklin	057....Noble	090 ... Wells
025....Fulton	058....Ohio	091 ... White
026....Gibson	059....Orange	092 ... Whitley
027....Grant	060....Owen	
028....Greene	061....Parke	ITCCI-Northwest only
029....Hamilton	062....Perry	093 ... Lake (Gary)
030....Hancock	063....Pike	094 ... Lake (East
031....Harrison	064....Porter	Chicago)
032....Hendricks	065....Posey	
033....Henry	066....Pulaski	

Note:
In the student location (site) fields, the above codes should be used right-justified and zero-filled to three characters. Degree conferred site information should retain the two-digit codes.

Appendix 2
U.S. States and Territories
Table 2.2

Alabama 101
Alaska 102
Arizona 103
Arkansas 104
California 105
Colorado 106
Connecticut 107
Delaware 108
District of Columbia 151
Florida 109
Georgia 110
Hawaii 111
Idaho 112
Illinois 113
Indiana 114
Iowa 115
Kansas 116
Kentucky 117
Louisiana 118
Maine 119
Maryland 120
Massachusetts 121
Michigan 122
Minnesota 123
Mississippi 124
Missouri 125
Montana 126
Nebraska 127
Nevada 128
New Hampshire 129
New Jersey 130

New Mexico 131
New York 132
North Carolina 133
North Dakota 134
Ohio 135
Oklahoma 136
Oregon 137
Pennsylvania 138
Rhode Island 139
South Carolina 140
South Dakota 141
Tennessee 142
Texas 143
Utah 144
Vermont 145
Virginia 146
Washington 147
West Virginia 148
Wisconsin 149
Wyoming 150

Territories and Outlying Areas

American Samoa 201
Guam 202
Marshall Islands 203
Northern Mariana Island 204
Palau 205
Puerto Rico 206
Virgin Islands 207

Appendix 2
Foreign Countries

When applying the country codes to the zip code field, all five digits should be used (right justified, zero-filled). When indicating students' instructional home, use only the three-digit number. Countries are those listed by SEVIS (Student and Exchange Visitor Information System) as of December 20, 2002 with codes assigned by ICHE.

Table 2.3

Current Code	Previous Code	Country Name
401	001	Afghanistan
601	002	Albania
301	003	Algeria
901		American Samoa
602	004	Andorra
302	005	Angola
902		Anguilla
903		Antarctica
701	196	Antigua And Barbuda
801	006	Argentina
402	212	Armenia
904		Aruba
905		Ashmore And Cartier Islands
603	007	Atlantic Islands, British Incl. Ascension, Saint Helena, Tristan Da Cunha, and Malvines
604	008	Atlantic Islands, Other Incl. St. Pierre and Miquelon
605	009	Atlantic Islands, Portuguese
606	010	Atlantic Islands, Spanish
501	011	Australia
607	012	Austria
403	213	Azerbaijan
608	013	Azores
702	014	Bahamas
404	015	Bahrain
906		Baker Island
405	016	Bangladesh
703	017	Barbados
907		Bassas Da India
609	030	Belarus (1992-Formerly Byelorussia)
610	018	Belgium
704	019	Belize (British Honduras)
303	020	Benin, People's Republic Of (Dahomey)

Current Code	Previous Code	Country Name
705	021	Bermuda
406	022	Bhutan
802	023	Bolivia
611	221	Bosnia And Herzegovina
304	024	Botswana (Bechuanaland)
908		Bouvet Island
803	025	Brazil
415	080	British Indian Ocean Territory (Indian Islands, British)
910		British Virgin Islands
407	026	Brunei
612	027	Bulgaria
305	181	Burkina Faso (Upper Volta)
437	028	Burma (Myanmar)
306	029	Burundi
408	094	Cambodia (Kampuchea)
307	031	Cameroon
706	032	Canada
707	033	Canal Zone[1]
308	034	Cape Verde
912		Cayman Islands
309	035	Central African Republic
310	036	Chad
804	037	Chile
409	038	China, People's Republic Of
913		Christmas Island
914		Clipperton Island
915		Cocos (Keeling) Islands
805	039	Colombia
311	197	Comoros
916		Congo, Democratic Republic Of The
312	040	Congo, Republic Of
917		Cook Islands
918		Coral Sea Islands

[1] Obsolete

Current Code	Previous Code	Country Name
708	041	Costa Rica
325	089	Cote d'Ivoire (Ivory Coast)
613	214	Croatia
709	042	Cuba
410	043	Cyprus
614	044	Czech Republic, The
615	045	Denmark, Inc.
313	059	Djibouti (French Terr. Of Arars & Issas)
710	198	Dominica
711	046	Dominican Republic
314	047	Dubai[2]
460	170	East Timor
806	048	Ecuador
315	049	Egypt, Arab Republic Of (U.A.R.)
712	050	El Salvador
316	051	Equatorial Guinea (Rio Muni)
317	223	Eritrea
616	052	Estonia
318	053	Ethiopia
922		Europa Island
923		Falkland Islands
924		Faroe Islands
502	054	Fiji
617	055	Finland
618	057	France
807	058	French Guiana
925		French Polynesia
926		French Southern And Antarctic Lands
319	060	Gabon
320	061	Gambia
412	215	Georgia
619	062	German Democratic Republic[3]
620	063	Germany
321	064	Ghana
621	065	Gibraltar
927		Glorioso Islands
622	066	Greece
718	067	Greenland (Kalaalit Nunaat)
713	068	Grenada
929		Guadeloupe
930		Guam
714	069	Guatemala
931		Guernsey
323	070	Guinea, Republic Of
322	071	Guinea-Bissau
808	072	Guyana (British Guiana)

Current Code	Previous Code	Country Name
715	073	Haiti
932		Heard Island And Mcdonald Islands
716	074	Honduras
413	075	Hong Kong
933		Howland Island
623	076	Hungary
624	077	Iceland
324	078	Ifni[4]
414	079	India
416	081	Indian Islands, French Inc.
417	082	Indian Islands, Other
418	083	Indonesia
419	084	Iran
420	085	Iraq
625	086	Ireland
421	087	Israel
626	088	Italy
717	090	Jamaica
934		Jan Mayen
422	091	Japan
935		Jarvis Island
936		Jersey
937		Johnston Atoll
423	092	Jordan
938		Juan De Nova Island
424	216	Kazakhstan
326	093	Kenya
939		Kingman Reef
503	199	Kiribati (Gilbert Islands)
426	095	Korea, North
427	096	Korea, South
428	097	Kuwait
429	207	Kyrgyzstan
430	098	Laos
627	099	Latvia
431	100	Lebanon
327	101	Lesotho (Basutoland)
328	102	Liberia
329	103	Libya
628	104	Liechtenstein
629	105	Lithuania
630	106	Luxembourg
432	107	Macau
631	222	Macedonia
330	108	Madagascar
331	110	Malawi (Nyasaland)
433	109	Malaysia
434	111	Maldives
332	112	Mali
632	113	Malta
940		Man, Isle Of
941		Marshall Islands

[2] Report Dubai with the United Arab Emirates.
[3] Report GDR with Germany

[4] Report Ifni with Morocco.

Current Code	Previous Code	Country Name
942		Martinique
333	114	Mauritania
334	115	Mauritius
943		Mayotte
719	116	Mexico
511		Micronesia, Federated States Of
945		Midway Islands
633	208	Moldava
634	117	Monaco
436	118	Mongolia
947		Montserrat
335	119	Morocco
336	120	Mozambique
337	123	Namibia (Southwest Africa)
504	124	Nauru
949		Navassa Island
439	125	Nepal
635	126	Netherlands
950		Netherlands Antilles
952		New Caledonia
509	127	New Zealand
720	128	Nicaragua
338	129	Niger
339	130	Nigeria
953		Niue
954		Norfolk Island
955		Northern Mariana Islands
636	131	Norway
440	121	Oman
506	132	Pacific Islands, British Inc. And Santa Cruz
514	133	Pacific Islands, French Inc. French Polynesia
515	134	Pacific Islands, Other
516	135	Pacific Islands, U.S.
445	136	Pakistan
956		Palau
957		Palmyra Atoll
721	137	Panama
512	138	Papua New Guinea
958		Paracel Islands
809	139	Paraguay
810	140	Peru
447	141	Philippines
959		Pitcairn Islands
637	142	Poland
638	143	Portugal
960		Puerto Rico
448	144	Qatar
961		Reunion
639	146	Romania
449	209	Russia
340	147	Rwanda
962		Saint Helena

Current Code	Previous Code	Country Name
723	201	Saint Lucia
964		Saint Pierre And Miquelon
724	202	Saint Vincent And The Grenadines
513	190	Samoa (Western Samoa)
640	148	San Marino
341	149	Sao Tome And Principe
450	150	Saudi Arabia
342	151	Senegal
343	152	Seychelles
344	153	Sierra Leone
451	154	Sikkim[5]
452	155	Singapore
641	220	Slovakia
642	217	Slovenia
510	203	Solomon Islands
345	156	Somalia
346	157	South Africa, Republic Of
967		South Georgia And The South Sandwich
643	158	Spain
347	159	Spanish Sahara[6]
968		Spratly Islands
454	160	Sri Lanka
722	200	St. Kitts and Nevis (Saint Christopher And Nevis))
348	161	Sudan
811	162	Suriname
971		Svalbard
349	163	Swaziland
644	164	Sweden
645	165	Switzerland
455	166	Syria
456	056	Taiwan (Rep. Of China, Formosa)
457	210	Tajikistan
350	167	Tanzania (Tanganyika & Zanzibar)
458	168	Thailand
459	169	Tibet
351	171	Togo
972		Tokelau
505	172	Tonga
725	173	Trinidad & Tobago
973		Tromelin Island
352	175	Tunisia
462	176	Turkey
463	211	Turkmenistan

[5] Report Sikkim with India.
[6] Report Western Sahara with Morocco.

Current Code	Previous Code	Country Name
974		Turks And Caicos Islands
507	204	Tuvalu (Ellice Islands)
975		U.S. Virgin Islands
353	177	Uganda
646	178	Ukraine
465	174	United Arab Emirates
647	180	United Kingdom (England, Scotland, Wales And Northern Ireland)
726		United States
812	182	Uruguay
466	218	Uzbekistan
508	205	Vanuatu (New Hebrides)
648	183	Vatican City (Rome)
813	184	Venezuela
468	185	Vietnam
469	186	Vietnam (South)[7]
978		Wake Island
979		Wallis And Futuna
470		West Bank & Gaza Strip
727	187	West Indies, British Inc. Leeward Islands And Windward Islands
728	188	West Indies, Dutch
729	189	West Indies, French Inc. Martinique
472	219	Wrangel Island (Ostrov Vrangel'a)[8]
473	191	Yemen Arab Republic[9]
474	192	Yemen, People's Democratic Republic Of
649	193	Yugoslavia, Federal Republic Of
354	194	Zaire[10]
355	195	Zambia (Northern Rhodesia)
356	145	Zimbabwe

[7] Report North and South Vietnam under Vietnam.
[8] Obsolete
[9] Obsolete
[10] Obsolete

Table 3.1

API = Academic Program Inventory	**DE** = Distance Education
	CIP = Classification of Instructional Program
PSI = Primary Site of Instruction (can be an IN county or a US state or a foreign country)	**SSI** = Secondary Site of Instruction
	IH = Instructional Home
API program = Approved program to be delivered at the specified degree level, PSI, campus and CIP	**Non-API program** = Program (coursework) taught at a degree level, county, campus or CIP not CHE approved
API-DE program = Approved distance program to be delivered at a specified degree level, campus, CIP and PSI	**Non-API DE program** = Program (coursework) taught at a degree level, county, campus or CIP code/program not CHE approved for DE

> **NOTES:**
> - Program coursework can be conducted at a campus not approved to confer a degree in that program.
> - If any one of the four fields does not agree with the API in a student record, the program extension must be 91, 92, 95 or 99.
> - To accommodate the third scenario in Table 3.3, *or primarily distance education* was added to the extension 99 definition.
> - SIS records must match the API in four areas: Campus, PSI, Degree Level and CIP code.
> - Student level is not a part of the API. Student level is translated to degree level as follows (also see Section III page 10):

Table 3.2

Student Level	Degree Level
00 = Undeclared	00 = Not Applicable/No Degree Conferred
01 = High School Student	00 = Not Applicable/No Degree Conferred
02 = Certificate (1 year)	02 = Awards of at least 1 but less than 2 academic years
03 = Certificate (2 year)	02 = Awards of at least 1 but less than 2 academic years
04= Associate (Freshman)	03 = Associate degree
05 = Associate (Sophomore)	03 = Associate degree
06 = Baccalaureate (Freshman)	05 = Bachelor's degree
07 = Baccalaureate (Sophomore)	05 = Bachelor's degree
08 = Baccalaureate (Junior)	05 = Bachelor's degree
09 = Baccalaureate (Senior)	05 = Bachelor's degree
10 = Post-baccalaureate certificate	06 = Post-baccalaureate certificate
11 = Master's	07 = Master's degree
12 = Post-master's certificate (Specialist)	08 = Post-master's certificate/Specialist
13 = Other Graduate	07 = Master's degree
14 = First-professional	10 = First-professional degree 11 = First-professional certificate
15 = Doctoral	09 = Doctor's degree
16 – 19 = Unclassified	00 = Not Applicable/No Degree Conferred

Academic Degree Program Extensions Quick Reference (also see Section III, page 8)

00 = Student accepted into program	93 = Professional Certification Education
91 = Undecided/Undeclared	95 = Short Program (<30 hours)
92 = Non-credit/Continuing Education	99 = Pursuing a degree at another institution/campus or primarily distance education

Appendix 3
Reporting Campus, Site of Instruction and Program Extension

Table 3.3

Distance Education Scenarios	Campus	IH	PSI	SSI	2nd Site Hours	Program CIP	Program Extension
IU Bloomington (Monroe county) student with 12 hours of classroom instruction in an API program and 9 hours of DE coursework conducted in Brown County	001809	001809	053	007	9	13.1202	00
IU Bloomington (Monroe county) student with 12 hours of classroom instruction in a non-API program and 9 hours of DE conducted in Brown County	001809	001809	053	007	9	13.1202	91,92,95 or 99
IU Bloomington (Monroe county) student with 9 hours of classroom instruction in an API program and 12 hours of DE conducted in Brown County	001809	D01809	007	053	12	131202	99
IU Bloomington (Monroe county) student with 9 hours of classroom instruction in a non-API program and 12 hours of DE conducted in Brown County	001809	D01809	007	053	12	13.1202	91,92,95 or 99
ISU (Vigo county) student with 6 hours of classroom instruction in an API-DE program and 9 hours of DE conducted in Vigo county	009563	D09563	084	084	6	52.0101	00
ISU (Vigo county) student with 6 hours of classroom instruction in a non-API-DE program and 9 hours of DE conducted in Vigo county	009563	D09563	084	084	6	52.0101	91,92,95 or 99
IU Bloomington (Monroe county) student with 9 hours of classroom instruction in an API-DE program and 12 hours of DE in Brown county	001809	D01809	007	053	12	131202	00
Ball State (Delaware county) student with 15 hours of classroom instruction in an API program and 15 hours of DE conducted in DuBois county	001786	001786	018	019	15	52.0101	00
Ball State (Delaware county) student with 15 hours of classroom instruction in an API-DE program and 15 hours of DE conducted in DuBois county	001786	001786	018	019	15	52.0101	00
IUPUI (Marion county) student in an API-DE program (e.g., Kelley Direct) taking courses from Ohio	001813	D01813	135 (Ohio)	000	0	52.0101	00
IUPUI (Marion county) student in an non-API-DE program taking courses from Ohio	001813	D01813	135 (Ohio)	000	0	52.0101	91,92,95 or 99

Appendix 4
Validation Rules for SIS Annual Upload Files

Table 4.1

ID	SIS Field Name	Error Message
1	Campus Code	Invalid Campus Code
2	Instructional Home Code	Invalid Instructional Home Code
3	Primary Site of Instruction Code	Invalid Primary Site of Instruction Code
4	Calendar Code	Calendar Code not recognized
5	Report Term Code	Report Term Code Does not exists
6	Fiscal Year Code	Invalid Fiscal Year Code
7	Student Identifier	Student Identifier format is not recognized OR the Identifier is a duplicate
8	Cohort Identifier	Cohort Identifier must be a 1 or a 0
9	Academic Degree Program Code	Academic Degree Program Code does not agree with your API in 1 or more of the following areas: Campus, County, Level OR the CIP extension is incorrect
10	Academic Degree Program Extension Code	Invalid Program Extension
11	Student Level Code	Invalid Student Level Code
12	Gender Code	Gender Code must be 0, 1 or 2
13	Black or African American Indicator	Ethnicity indicator must be a 1 or 0
15	American Indiana or Alaska Native Indicator	Ethnicity indicator must be a 1 or 0
16	Asian Indicator	Ethnicity indicator must be a 1 or 0
17	Native Hawaiian or Pacific Islander Indicator	Ethnicity indicator must be a 1 or 0
18	Hispanic or Latino Indicator	Ethnicity indicator must be a 1 or 0
19	White Indicator	Ethnicity indicator must be a 1 or 0
20	Citizenship Code	Citizenship Code must be 0, 1, 2 or 3
21	Date of Birth	Date of Birth is invalid OR the format is incorrect (MMDDYYYY)
22	Zip Code	Zip Code must be numeric
23	Student Location Origin Code	Invalid Student Location Origin Code
24	Campus Residence Code	Campus Residence Code must be 0, 1, 2, 3 or 4
25	Summer A Credit Hours	Summer A Credit Hours exceeds 45.00
26	Fall Credit Hours	Fall Credit Hours exceeds 55.00
27	Winter Credit Hours	Winter Credit Hours exceeds 50.00
28	Spring Credit Hours	Spring Credit Hours exceeds 50.00
29	Summer B Credit Hours	Summer B Credit Hours exceeds 55.00

Table 4.1

ID	SIS Field Name	Error Message
30	Total Reported Credit Hours	Total Reported Credit Hours is not the sum of the terms reported
31	Correspondence Credit Hours	Correspondence Credit Hours exceeds 50.00
32	Contract Credit Hours	Contract Credit Hours exceeds 50.00
33	Remedial Math Credit Hours	Remedial Math Credit Hours exceeds 20.00
34	Remedial Language Credit Hours	Remedial Language Arts Credit Hours exceeds 20.00
35	Entry Type Code	Entry Type Code is not recognized
36	First Transfer Instruction CEEB Code	Invalid CEEB code in the First Transfer Instruction field
37	First Transfer Instruction Credit Hours	Transfer hours in the First Transfer Instruction exceeds 99.00
41	Second Transfer Instruction CEEB Code	Invalid CEEB code in the Second Transfer Instruction field
42	Second Transfer Instruction Credit Hours	Transfer hours in the Second Transfer Instruction exceeds 99.00
43	Third Transfer Instruction CEEB Code	Invalid CEEB code in the Third Transfer Instruction field
44	Third Transfer Instruction Credit Hours	Transfer hours in the Third Transfer Instruction exceeds 99.00
45	First Degree Conferred Code	Invalid First Degree Conferred Code
46	First Degree Conferred Site Code	Invalid First Degree Conferred Site Code
47	First Degree Program Code	First Degree Program Code does not agree with your API in 1 or more of the following areas: Campus, County, CIP, Level
48	First Degree Conferred Date	Invalid First Degree Conferred Date
49	First Degree Second Major Code	First Degree Second Major Code does not agree with your API in 1 or more of the following areas: Campus, County, CIP, Level
50	Second Degree Conferred Code	Invalid Second Degree Conferred Code
51	Second Degree Conferred Site Code	Invalid Second Degree Conferred Site Code
52	Second Degree Program Code	Second Degree Program Code does not agree with your API in 1 or more of the following areas: Campus, County, CIP, Level
53	Second Degree Conferred Date	Invalid Second degree Conferred Date
54	Second Degree Second Major Code	Second Degree Second Major Code does not agree with your API in 1 or more of the following areas: Campus, County, CIP, Level
55	High School CEEB Code	Invalid High School CEEB Code
56	High School Graduation Date	High School Graduation Date is not in the correct format (MMYYYY) OR the date is not within a reasonable range
57	High School Rank	High School Rank must be between 1 and 100 (inclusive) or equal 999
58	High School Diploma Type Code	High School Diploma Type Code must be between 0 and 5 (inclusive)
59	CORE 40 Completion Code	CORE 40 Completion Code must be a 0 or 1
60	Verbal Scholastic Achievement Test (SAT) Score	Verbal SAT Score must fall between 200 and 800 (inclusive) or equal 999
61	Math Scholastic Achievement Test (SAT) Score	Math SAT Score must fall between 200 and 800 (inclusive) or equal 999

Table 4.1

ID	SIS Field Name	Error Message
62	Cumulative Grade Point Average (GPA)	Cumulative GPA must be between 0 and 4 (inclusive) or equal 998
63	Residency Status Code	Residency Status Code must be between 0 and 5 (inclusive)
64	Second Site Instruction Code	Invalid Second Site Instruction Code
65	Second Site Credit Hours	Second Site Credit Hours must fall between 1 and 80.00 (inclusive)
66	Third Site Instruction Code	Invalid Third Site Instruction Code
67	Third Site Credit Hours	Third Site Credit Hours must fall between 1 and 50.00 (inclusive)
68	Financial Aid Data Status Code	Invalid Financial Aid Data Status Code
69	Twenty First Century Scholar Indicator	Twenty First Century Scholar Indicator must be 0 or 1
70	Dependency Status Code	Dependency Status Code must be 0, 1 or 2
72	Housing Statue Code	Housing Status Code must be 0, 1, 2, 3 or 4
73	PELL Grant Academic Year	PELL Grant Academic Year exceeds 25,000
74	State Higher Education Award Academic Year	State Higher Education Award Academic Year exceeds 25,000
75	State Freedom Choice Award Academic Year	State Freedom Choice Award Academic Year exceeds 25,000
76	Gift Aid From Institutional Sources Academic Year	Gift Aid From Institutional Sources Academic Year exceeds 50,000
77	(SEOG) Academic Year	SEOG Academic Year exceeds 25,000
78	Veterans Benefit Programs Academic Year	Veterans Benefit Programs Academic Year exceeds 90,000
80	Other Federal Gift Aid Academic Year	Other Federal Gift Aid Academic Year exceeds 35,000
82	Twenty First Century Award Academic Year	Twenty First Century Award Academic Year exceeds 25,000
83	Other Indiana Gift Aid Academic Year	Other Indiana Gift Aid Academic Year exceeds 75,000
85	Other Private Gift Aid Academic Year	Other Private Gift Aid Academic Year exceeds 75,000
86	Stafford Loans Certified by Campus Academic Year	Stafford Loans Certified by Campus Aid Academic Year exceeds 25,000
87	Perkins Loan Academic Year	Perkins Loan Academic Year exceeds 25,000
88	Other Repayable Nee Based Loan Academic Year	Other Repayable Need Based Loan Academic Year exceeds 65,000
89	Non-Need Based Loan to Student Academic Year	Non-Need Based Loan to Student Academic Year exceeds 50,000
90	Non-Need Based Loans to Parent Academic Year	Non-Need Based Loans to Parent Academic Year exceeds 40,000
91	Federal Work Study Award Academic Year	Federal Work Study Award Academic Year exceeds 25,000
92	State Work Study Award Academic Year	State Work Study Award Academic Year exceeds 25,000
93	PELL Grant Summer Session	PELL Grant Summer Session exceeds 25,000

Table 4.1

ID	SIS Field Name	Error Message
94	State Higher Education Award Summer Session	State Higher Education Summer Session Year exceeds 25,000
95	State Freedom Choice Award Summer Session	State Freedom Choice Summer Session Year exceeds 25,000
96	Gift Aid From Institutional Sources Summer Session	Gift Aid From Institutional Sources Summer Session exceeds 25,000
98	(SEOG) Summer Session	SEOG Summer Session exceeds 25,000
99	Veterans Benefit Programs Summer Session	Veterans Benefit Programs Summer Session exceeds 25,000
100	Other Federal Gift Aid Summer Session	Other Federal Gift Aid Summer Session exceeds 25,000
101	Twenty First Century Award Summer Session	Twenty First Century Award Summer Session exceeds 25,000
102	Other Indiana Gift Aid Summer Session	Other Indiana Gift Aid Summer Session exceeds 25,000
103	Other Private Gift Aid Summer Session	Other Private Gift Aid Summer Session exceeds 25,000
104	Stafford Loans Certified by Campus Summer Session	Stafford Loans Certified by Campus Aid Summer Session exceeds 25,000
105	Perkins Loan Summer Session	Perkins Loan Summer Session exceeds 25,000
106	Other Repayable Nee Based Loan Summer Session	Other Repayable Need Based Loan Summer Session exceeds 25,000
107	Non-Need Based Loan to Student Summer Session	Non-Need Based Loan to Student Summer Session exceeds 25,000
108	Non-Need Based Loans to Parent Summer Session	Non-Need Based Loans to Parent Summer Session exceeds 25,000
109	Federal Work Study Award Summer Session	Federal Work Study Award Summer Session exceeds 25,000
110	State Work Study Award Summer Session	State Work Study Award Summer Session exceeds 25,000
114	First Transfer Instruction Credit Hours	Transfer hours where given but the transfer instruction CEEB code was not provided
116	Second Transfer Instruction Credit Hours	Transfer hours where given, but the transfer instruction CEEB code was not provided
117	Third Transfer Instruction Credit Hours	Transfer hours where given, but the transfer instruction CEEB code was not provided
118	First Degree Conferred Code	Zero filled values were provided for one or more First Degree Conferred Fields, but First Degree Conferred Code was not.
119	First Degree Conferred Site Code	Zero filled values were provided for one or more First Degree Conferred Fields, but First Degree Conferred Site Code was not.
121	First Degree Program Code	Zero filled values were provided for one or more First Degree Conferred Fields, but First Degree Program Code was not.
122	First Degree Conferred Date	Zero filled values were provided for one or more First Degree Conferred Fields, but First Degree Conferred Date was not.
123	First Degree Second Major	Zero filled values were provided for one or more First Degree Conferred Fields, but First Degree Second Major was not.
124	Second Degree Conferred Code	Zero filled values were provided for one or more Second Degree Conferred Fields, but Second Degree Conferred Code was not.
125	Second Degree Conferred Site Code	Zero filled values were provided for one or more Second Degree Conferred Fields, but Second Degree Conferred Site Code was not.

Table 4.1

ID	SIS Field Name	Error Message
126	Second Degree Program Code	Zero filled values were provided for one or more Second Degree Conferred Fields, but Second Degree Program Code was not.
127	Second Degree Conferred Date	Zero filled values were provided for one or more Second Degree Conferred Fields, but Second Degree Conferred Date was not.
128	Second Degree Second Major	Zero filled values were provided for one or more Second Degree Conferred Fields, but Second Degree Second Major was not.
129	Second Site Credit Hours	Second instruction site hours where given but the instruction site CEEB code was not provided
130	Third Site Credit Hours	Third instruction site hours where given but the instruction site CEEB code was not provided
131	First Transfer Institution CEEB Code	The first transfer institution CEEB code is not unique within the transfer institution CEEB codes per student.
133	Second Transfer Institution CEEB Code	The second transfer institution CEEB code is not unique within the transfer institution CEEB codes per student.
134	Third Transfer Institution CEEB Code	The third transfer institution CEEB code is not unique within the transfer institution CEEB codes per student.
135	Program Extension Code	For student class levels of 00 or 01, the Program Extension Code must be 91.
136	Gross Income	The Gross Income Amount entered equals or exceeds $600,000, please verify.
137	Total Income	Total Income must be numeric
138	Parent Contribution Amount	Parent Contribution Amount must be numeric
139	Student Contribution Amount	Student Contribution Amount must be numeric
140	Student Expense Budget Amount	Student Expense Budget Amount must be numeric
141	Student Expense Budget Summer Amount	Student Expense Budget Summer Amount must be numeric
142	Parent Contribution Amount	Parent Contribution Amount must be less than $100,000
143	Student Contribution Amount	Student Contribution Amount must be less than $100,000
144	Student Expense Budget Amount	Student Expense Budget Amount must be less than $100,000
145	Student Expense Budget Summer Amount	Student Expense Budget Summer Amount must be equal to or less than $35,000
146	Second Degree Conferred	The Second Degree Conferred Information cannot be the same as the First Degree Conferred Information.

SIS Instructions

SIS Instructions